

TEEN VOLUNTEER APPLICATION MARY RILEY STYLES PUBLIC LIBRARY

- Volunteers must be 12 years or older;
- Middle school volunteer must be fulfilling a requirement or City of Falls Church residents.

Date: _____

Name: _____ Age: _____

Address: _____

School: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Are you volunteering to fulfill a requirement? YES _____ NO _____

Organization/purpose for community service? _____

School/organization contact name: _____

Contact phone number or email: _____

How many hours do you need to complete? _____

Date hours are needed by: _____

Why would you like to volunteer at the library? _____

Do you have any special skills?

PLEASE COMPLETE THE OTHER SIDE OF THIS APPLICATION.

Parent or Guardian's Name (Please Print) _____

Parent/Guardian's Work Phone Number _____

Parent or Guardian's Signature _____

Teen Volunteer Code of Conduct & Etiquette

- School dress will be appropriate;
- Remember, you represent the Library. Be on your best behavior. Smile and be polite to everyone;
- Wear your volunteer badge while on duty;
- Please refer any reference questions to the Youth Services staff. You may answer directional questions, if you know the answer;
- Help us keep the Library tidy. Pick up and throw away trash. Gather unwanted books from the tables and shelves and place them on the red book trucks;
- This job requires your full attention. Friends and family members who are not also working as volunteers should not join you while you are on duty.
- If you are unable to work when scheduled, please call 703-248-5034 and leave a message with the staff member on duty or on the answering machine as soon as possible. We are depending on you!
- Three tardy without notification the volunteer's service will be terminated.
- Two absences without notification and the volunteer's service will be terminated.
- Teens who show up without notice may not be accommodated.
- Remember, volunteering is a privilege not a right.

Return your completed application to Youth Services Desk or send to:

Jessica Borchetta, Young Adult Librarian
Mary Riley Styles Public Library
120 N Virginia Avenue
Falls Church, VA 22046
jborchetta@fallschurchva.gov

If you have any questions, please call 703-248-5034.

Thank you for your interest in our library!

Applicant's Signature _____ **Date** _____